



the mid-atlantic archivist

a publication of the
Mid Atlantic Regional
Archives Conference (MARAC)

Volume 4 Number 3

July 1975

MINUTES OF THE MARAC MEETING IN ANNAPOLIS, MAY 10, 1975

Michael Plunkett called the business meeting to order and introduced Edward Papenfuse, the State Archivist, Maryland Hall of Records, who welcomed the conference to Annapolis. In the absence of the treasurer, Michael Plunkett gave the treasurer's report, stating that there was \$2,088.40 in the treasury and that the Newark conference made a profit of \$177.

Maygene Daniels and the rest of the Nominating Committee were thanked for their work and congratulated for achieving a first--holding an election on schedule. The winning slate was announced and included: Ron Becker, Steering Committee Chairman, Mary Boccaccio, Secretary-Treasurer, Robert Morris, Paul Perkus, Martha Slotten, Sam Suratt, Douglas Tanner, and Ed Weldon, Members at Large.

Michael Plunkett then announced that another Nominating Committee had to be appointed. According to the by-laws two retiring members of the Steering Committee must be placed on the new committee. Mary Elizabeth Ruwell and Bob Devlin were chosen to fill these two places. Adele Newberger, Peter Parker, and Carolyn Martin were nominated from the floor to fill the remaining three places.

The next topic of business was the Fall, 1975 meeting. A questionnaire given out during the course of the conference was completed by 42 members. Of the 42, 41 favored having a fall meeting in conjunction with SAA in Philadelphia. Michael Plunkett read the SAA program for Friday. Discussion then centered on whether to meet in Philadelphia both days or to move to Doylestown, Pennsylvania on Saturday to visit the Bucks County Historical Society. Mary Elizabeth Ruwell suggested that members be given a choice. A number of members indicated a desire to go to Doylestown. The members finally decided to hold the fall meeting in Philadelphia on both days with an optional trip to Doylestown available on Saturday.

The location of the Spring, 1976 meeting was the next item of business. West Virginia, the original choice, was ruled out because of inaccessibility. The alternatives were Wilmington, with the sessions held at Winterthur, and Harrisburg. Greg Johnson made a motion for the spring meeting to be held at Winterthur. Michael Plunkett announced that Barbara Hearn would be in charge of local arrangements for the Wilmington meeting, provided that Winterthur agrees to host the sessions. Ron Becker asked for a show of hands of those who would support a Harrisburg meeting if the plans for Winterthur fall through. Most of the members indicated their support. Greg Johnson's motion for the spring meeting to be held at Winterthur was passed with the understanding that Harrisburg would be the alternate location.

The mid-atlantic archivist is an occasional publication of the Mid-Atlantic Regional Archives Conference (MARAC). MARAC membership includes all interested individuals who live and work in the seven states of New York, New Jersey, Pennsylvania, Maryland, Virginia, Delaware, West Virginia, and the District of Columbia. MARAC seeks to promote the professional welfare of its members, cooperates with and exchanges information among individuals interested in the preservation and use of archival research and methodology, provides a forum for matters of common concern, is a clearinghouse for and an active participant in joint ventures and cooperative projects, and cooperates with other organizations having similar objectives. Individual membership dues are \$3.00 per annum. Membership is not open to institutions, but institutions may purchase subscriptions to the mid-atlantic archivist for \$3.00 per annum. Write: Mary Boccaccio, Treasurer, MARAC, McKeldin Library University of Maryland, College Park, Maryland, 20742. Newsletter correspondence should be addressed as follows:



EDITORIAL BOARD

Elsie Freeman Freivogel--
Donald F. Harrison--
Frank Tusa--

National Archives
National Archives
Montgomery College

Editor: Mary Boccaccio
Maryland Room, McKeldin
University of Maryland
College Park, Maryland 20742

Oral History: Martha Ross
History Department
Francis Scott Key Hall
University of Maryland
College Park, Maryland 20742

Technical Notes: Paul Mucci
506 Prince Street
Alexandria, Virginia

Book Reviews: Richard Cox
Maryland Historical Society
201 W. Monument
Baltimore, Maryland

Items submitted to M-A-A should be single spaced, no indentation, in columns 4½" wide, written on pica typewriter. Double space between paragraphs.

A GUIDE TO ARRANGING AND HANDLING PRINTED EPHEMERA

prepared by Evert Volkersz

What is Ephemera? And Some Other Definitions

Libraries, historical societies, manuscript repositories, and archival institutions house many different types of printed materials and small objects which do not easily lend themselves to standard forms of arrangement and description. These are materials which may have been around for a long time, which have been received as gifts, which are actively being collected, or perhaps removed from manuscript or archival collections.

Archives: The noncurrent records of an organization or institution; or, the institution in which these are preserved and housed.

Manuscript: A handwritten or typescript document, including a letterpress or carbon copy.

The question whether printed materials should be removed from archival and manuscript collections has been debated in the literature. In general, if valuable printed materials are left in a collection, this should be noted on the finding aid and in the printed books card catalog. If materials are removed from a collection, their disposition and location should be clearly noted in the finding aid. Manuscript materials should not be interfiled with non-manuscript materials. For proper handling consult "Further Sources" at the end of this Guide.

Ephemeral materials which cannot be properly defined or handled as books, manuscripts, or archives, may include broadside and pamphlet type materials.

Ephemera: Printed materials originally issued for limited or temporary use, such as advertising pieces, ballads, broadsides, certificates, deeds, diplomas, flyers, land promotional brochures, leaflets, pamphlets and sheet music; also, materials which are neither book nor manuscript, such as clippings, maps, photographs, postal cards, posters, scrapbooks and theater programs.

Broadside: A single sheet of paper, usually printed on one side only.

Pamphlet type materials may include almanacs, annual reports, bulletins, bookseller and institutional catalogs, computer printouts, little literary magazines and single issues of periodicals, locally printed materials, newspapers (historical, current, underground) pamphlets, photo albums, sermons, scrapbook, speeches and theater programs.

continued on 9

PRINCIPLES FOR THE LONG HAUL
by Daniel R. Porter from
Georgia Archive, Winter 1975

Controversies raging around the collection and administration of documentary collections have been in large part caused by changing collecting policies of depositories themselves. There was a day not long ago when depositories considered their mission to be that of amassing materials which lent support to the consensus theory of history. Pioneer panegyrics were their bag, not the preservation of those materials which indicate that human progress is achieved through conflict and controversy. Now that our institutions are emancipated, they must expect not merely the limelight, but the ulcerous pressures brought about by notoriety. We commend to you certain principles which have proven in the long haul beneficial to our depository in Ohio.

The first principle is that a collecting organization never bow to the expediency of the moment; it should not slay the goose in the hope of retrieving a single golden egg.

The first principle is that a collecting organization should never bow to the expediency of the moment; it should not slay the goose in the hope of retrieving a single golden egg.

Ohio's experience is first hand in this respect. To have fought for the retention of the Harding love letters would have won for the Ohio Historical Society the everlasting praise of the scholar, but would have dried up the lifeblood of our depository -- incoming sensitive collections. Retention of a sensitive collection to which the depository has no legal claim, or a weak one, is institutional suicide. The acceptance of the Nixon vice-presidential papers by the National Archives on the basis of a reputedly postdated deed of gift, for example, has tarnished the image of that venerable agency.

The second principle is that of clearly identifying the publics which a depository serves and fashioning policies that suit each. The two main publics are donors on the one hand and researchers on the other. Of the two, donors are the more important. If donor agreements and requirements are not met, there will be no new sources for the researchers. Archivists and manuscript librarians are no longer the altar boys of researching scholars. Our profession has come of age. The old saw, that all which is created is in the public domain, or normally should be, is simple fiction. A scholar guards the exclusiveness of his notes for publication

as jealously as does the creator of sensitive primary sources. There can be no double standard. The protection of a journalist's sources as confidential applies equally to a public figure who desires to preserve for a suitable period the confidentiality of his creation. The Shadow of Blooming Grove still hangs over the Ohio Historical Society, but only in the minds of selfish scholars, not donors with whom we have kept faith.

The right to know is actually a privilege more easily abused than perceived. With privileges come responsibilities. When responsibility is abdicated, then privilege is circumscribed.

A third principle is to anticipate problems and formulate policies to serve as guideposts before a crisis develops, rather than after one occurs. The Ohio Historical Society recently adopted the following policy, for example, concerning sensitive materials.

The Ohio Historical Society is required to obey any court-issued subpoena for documents, tapes, or transcripts in its possession even though the use of such papers may have been offered to, and accepted by, the Society under terms of an agreement prohibiting their release or utilization unless with the permission of the donor, his heirs, and assigns.

In the event the Society receives a subpoena for such papers in its care, custody and control, the staff member responsible for the collection, in consultation with the Director, shall notify the donor and solicit his wishes with respect to compliance with the subpoena.

In the event the donor desires to question the subpoena, the Society will co-operate with the donor and his attorney in filing with the court a motion to suppress or modify the subpoena.

The Society shall not be liable for breach of contract for complying with a subpoena or court order.

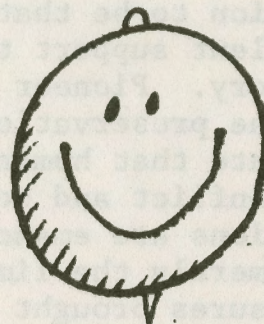
In the event any member of the staff of the Society is charged by a donor, his heirs, assigns, or anyone for having breached the terms and conditions of an agreement pertaining to personal papers, which agreement the Society's Board of Trustees has approved and which is in effect,

continued on 9

SAA COMMITTEE ON REFERENCE AND ACCESS
STATEMENT ON THE REPRODUCTION OF MANUSCRIPTS
AND ARCHIVES FOR NONCOMMERCIAL PURPOSES

1. It is the responsibility of a library, archives, or manuscript repository to assist researchers by making or having made reproductions of any material in its possession, for research purposes, subject to certain conditions. Manuscript and archival materials may be reproduced if:
 - a. The condition of the originals will permit such reproduction.
 - b. The originals have not gift, purchase, or legal restrictions on reproduction.
2. No repository shall be expected to reproduce a complete manuscript collection or archival record group or extensive portions therefrom, the limitation to be set by the owning repository. The repository may, by a special agreement, do so for the mutual advantage of individuals and other institutions and may offer such copies for sale on its own behalf.
3. The price of reproductions shall be set by the repository, which should endeavor to keep charges to a minimum.
4. Copies should be made for the use of individual researchers and educational institutions as follows.
 - a. Repositories which permit their manuscript and archival collections to be reproduced in whole or in part must specify before the copies are made what restrictions, if any, have been placed on the use or further reproduction of the copies.
 - b. Repositories may require that purchasers agree in writing to abide by any restrictions.
 - c. All reproductions should identify the source of the original manuscript collection or archival record group.
5. The repository should inform the researcher:
 - a. When and under what conditions permission to make extensive direct quotation from or to print in full any reproduction must be obtained from the institution owning the originals.
 - b. That in the case of material under copyright, the right to quote or print, beyond fair use, must also be obtained by the researcher from the copyright owner.
 - c. That the researcher assumes legal responsibility for observing common law literary rights, property rights, and libel laws.
 - d. Of known retention of literary rights.

6. No repository should be expected to service mail inquiries for photoduplication services which shall require subjective criteria for selection of material to be duplicated. Mail requests must be reasonably specific, and reasonable limits may be set by the repository.



The New York State Library has established a referral and information service (without fee) to institutions and individuals. These services are available to out-of-State parties as well.

The Clearinghouse for Paper Preservation and Restoration will attempt to answer your questions about deteriorating paper and its preservation by supplying literature, by discussing your problem with specialists and passing on their suggestions or, in some circumstances, by putting you in contact with a specialist.

The Clearinghouse will be assisted by the Office of State History, New York State Museum and Science Service in answering your inquiries. Also, the Clearinghouse will gather information on preservation programs and research being carried on within the State, including microfilming and reprinting, as well as preservation of original objects.

The Clearinghouse was established on the request of the Preservation Committee of the Resources and Technical Services Section of the New York Library Association.

Correspondence should be addressed to:

William De Alleaume
Clearinghouse for Paper
Preservation and Restoration
New York State Library
Education Building
Albany, New York 12224.

~~~~~

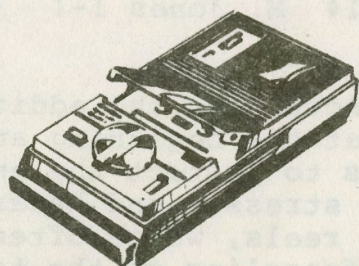
National Microsales, 45 Seymour St., Stratford, Conn. 06497 has a semi-annual catalog of new and reconditioned equipment available at reasonable prices.



## Oral History

and

## the mid-atlantic archivist



Q: Continuing our conversation on oral history and the archivist, just what are my concerns with oral history likely to be?

A: Your concerns with oral history will primarily be of two types: first, when you are given oral history materials generated by someone else and your responsibility is to keep it safe and in order and make it available to those who want to use it; and second, when you or your institution decide to generate oral history materials yourself.

As I think I indicated earlier, oral history collections may begin as one type and later add the other. Columbia University Oral History Research Office, for example, began collecting its own interviews back in 1948. The excellence of its experience and reputation is such that it has attracted the gift of other significant interview series, notably the Khrushchev interviews, donated by Time, Inc. Other institutions begin an interest in oral history when they receive an existing collection. They may want to add to it, or it may suggest other areas of oral inquiry and collection that the institution may want to pursue.

Q: Perhaps for the sake of simplicity we should first discuss what I need to know if I am handed an existing collection to care for.

A: Well, in my opinion, one of your very first concerns ought to be one that is often overlooked, or at least not considered until some question arises. And that is the question, "WHOSE MATERIAL IS IT?" To whom does it really belong? Has it really been given to your institution?

In other words, a very basic concern is a legal one, with the ownership of the donated materials clearly spelled out, any rights which the donor may reserve to himself or to his heirs, and any restrictions he may wish to place on the access to and use of the material. All institutions have the benefit of some sort of legal counsel, and the archivist who is about to get involved with oral history ought to get acquainted with this legal advisor, not only with the purpose of seeking advice but probably also for the purpose of educating

the lawyer in the procedures and problems involved in oral history. (People have been known to react with the question, "Oral history? What's that--a history of dentures? Ha ha ha!")

So contact your legal advisor early, let him know what you're doing, and ask him to draw up a basic statement of gift that conforms to the legal practice and requirements of your institution.

Incidentally, an excellent discussion of the legal considerations in oral history appeared in *The Oral History Review* 1973. Prepared by Joseph Romney, a California historian and lawyer, it includes references to earlier articles in the literature dealing with legal concerns with oral history materials.

Another excellent source of authoritative information on legal concerns, as well as on all aspects of a large oral history program, is W. W. Moss's *Oral History Program Manual* (Praeger Publishers, 1974). Bill Moss, Senior Archivist at the John F. Kennedy Library, Waltham, Massachusetts, served as an interviewer and then as Chief of the Kennedy Library Oral History program from 1969 to 1972, and his manual describes oral history procedures at that institution.

Q: All right. Assuming that we HAVE the material and have accessioned it with the proper legal procedure, just what is it that we will have, and how will we take care of it?

A: As a minimum, an oral history collection will be a collection of tapes. If the tapes have been transcribed, then there will be transcripts. There might also be some microforms, particularly if material is included from other collections.

The transcripts will be handled in the same way as other manuscript materials, with the usual concern for acid-free paper and folders, finding aids, and the like. As for the preparation of transcripts from tapes, let's discuss that when we talk about generating oral history materials. At this point, I think we should confine our discussion to the custodial function only.

Q: Fine. So I have a donated collection of tapes . . .

A: Right. These tapes may be either in cassettes or on open reels. In either case, your first concern is to see that each is properly labeled. You will have some system for labeling materials in your repository, and the taped materials should be labeled in conformity with that system, although it is customary to catalog them separately.

The label should convey such basic information as the item's catalog number in the collection; the person interviewed (usually called the interviewee, the respondent, or the narrator); the general subject of the interview; the date of the interview; the length of the interview (in hours and minutes); and, in the case of open reel tape, the speed at which the interview was originally recorded (in inches per second) and the mode of the tape recorder (2-track, 4-track) on which the recording was made.



In assigning catalog numbers to tapes, they are usually logged in chronologically. Where a single interview session produces more than one tape, they are labeled "Session I, Tape 1; Session I, Tape 2," and so on. Each separate tape should have its own number, even though it is one of two or three of a single interview session.

Where the interview series contains several sessions with the same individual over a span of time, with intervening sessions in the same series with other individuals, all the sessions are logged in chronologically, rather than grouping sessions with the same individual together in the log. For example:

| DATE | TAPE # | INTERVIEWEE   |
|------|--------|---------------|
| 3/1  | 12     | A. Smith I-1  |
| 3/1  | 13     | A. Smith I-2  |
| 3/5  | 14     | M. Jones I-1  |
| 3/5  | 15     | M. Jones I-2  |
| 3/5  | 16     | M. Jones I-3  |
| 3/9  | 17     | A. Smith II-1 |
| 3/9  | 18     | A. Smith II-2 |

The reason for this is obvious, of course. While you may PLAN five or six interview sessions with Smith, you may find his information is exhausted in the first session or two. Or for some reason or other, he may become unavailable to you after the first one or two sessions.

Where you are cataloging accessioned interviews done by someone else, again it is preferable to list them by date rather than by interviewee. If in the future you should decide to add to this particular collection and want to add sessions with an individual already interviewed, the listing by date can be continued without difficulty.

Since dust and dirt are among the prime enemies of properly operating cassettes, tapes, and equipment, both cassettes and open reel tapes should be kept in boxes. This means that both tapes--cassettes or reel--and boxes must be labeled. You have more room for a more complete label on the box than on the tape, but DO NOT rely upon chance or luck to return the proper tape to the proper box. Label BOTH.

And at this point, let me make a plea that is a particular concern of mine. If you are dealing with open reel tapes, be sure to LABEL THE TAPE itself, NOT the reel on which it is wound. Many a tape has been lost because it ended up on a different reel after being played through. The reel is a vehicle only for transporting the tape, and any reel of the proper size can carry any tape.

My urgent advice is to LABEL THE TAPE, and preferably at each end. This is a simple process, using opaque leader and timing tape which most manufacturers of recording tape offer. I like to take at least three 7-1/2" sections of leader and attach it to the magnetic tape by means of special splicing tape. DO NOT use ordinary cellophane or adhesive tape, since it can damage both tape and the recording equipment on which it is played.

A label on a reel of tape might read:

OH-14 M. Jones I-1 3/5 2-track 3-3/4 ips\*  
\*[inches per second]

Actually, the addition of the opaque leader at the beginning and end of the tape also acts to protect the ends of the recording from the stresses and hazards of winding on and off the reels, which often results in the fraying or frazzling of the tape ends.

Well, this might be a good place to stop, before getting into the physical care of the tape, the decision to make copies of tapes, the types and qualities of tapes themselves, and facilities for playing them back.

Q: Fine, then, We'll look forward to that next time. And what if our readers have questions?

A: Send them to Martha Ross, Department of History, University of Maryland, College Park, Maryland 20742. I'll try to answer from my own experience and also from the experiences of those who have been involved in oral history even longer than I have.

Incidentally, for anyone with a continuing interest in oral history, I strongly recommend a membership in the Oral History Association, a relatively small and extremely amiable group which meets annually to exchange information and experience in oral history activities. Between annual meetings, a quarterly newsletter keeps the membership abreast of news of interest to oral historians, and the Association's annual publication is the source of authoritative information on the techniques and uses of oral history. The 1975 Colloquium will be held in the Fall in Asheville, North Carolina, a convenient location for mid-Atlantic archivists.

Q: Well, thank you, and we'll look forward to our next conversation.



The Special Collections Department of Rutgers University publishes the Journal of the Rutgers University Library. The Journal which began publication December 1937 is sponsored by the Associated Friends of the Rutgers University Library and prepared by the staff of the Special Collections Department. It appears twice a year (June and December) and contains scholarly articles based on materials in our collections and "gifts and acquisitions" lists of recently acquired manuscripts and rare books. Publication was temporarily suspended (as of June 1974) for financial reasons. However, we hope to begin again soon. Subscriptions are \$3/year (free to most libraries through the "gifts and exchanges" bureaucracies). Back issues are generally available through the Special Collections Department at a cost of \$1/issue. Checks should be made out to Rutgers University Library.



# technical notes

by paul mucci

## WHEAT STARCH PASTE FOR PAPER AND LEATHER.

### I. Eight Parts Demineralized Water to One Part Wheat Starch<sup>1</sup>:

Metric: 800ml water to 100 grams starch.  
English: 1 quart water to 4 ounces starch.  
Cook's: 4 cups water to 1 cup sifted starch.

### II. Seven Parts Water to One Part Wheat Starch:

Metric: 700milliliters water to 100g wheat starch.  
English: 7/8-quart(28 oz.)water to 4 ounces starch.  
Cook's: 3-1/2 cups water to 1 cup sifted wheat starch.

### III. Optional Fungicide: 0.1% by weight of total recipe ortho-phenylphenol(Dowicide 1)<sup>2</sup>.

Metric: 25ml ethyl alcohol<sup>3</sup> to 0.8g ortho-phenylphenol.  
English: 1 fluid ounce ethyl alcohol to 12 grains fungicide.  
Cook's: 2 tablespoons alcohol to 1/4(rounded) tea-spoon o-phenylphenol.

### IV. Cooking time: 45 to 50 minutes.

### V. Utensils:

1-1/2-quart Pyrex double boiler(alternatives: enamelled or stainless steel).  
2-quart Pyrex saucepan(enamelled or stainless steel).  
Stainless steel egg beater or whisk.  
Bone folder or long-handled stainless steel spoon.  
16-ounce specimen jars, wide-mouth or pint crock/lid.

(If laboratory equipment is not used:  
Pyrex measuring cup, quart-size.  
Kitchen spring balance or scale.  
Measuring spoons, stainless steel.  
Flour sifter, stainless steel.)

### Laboratory equipment<sup>3</sup>:

1000ml Pyrex graduated beakers(2).  
400ml Pyrex graduated beakers(2).  
100ml graduated cylinder.  
Metric balance(Harvard Trip Balance).  
Weighing tissue<sup>4</sup>.

1. Wheat starch is available from Chinese grocery stores. The HongKong manufacturers, Foo Lung Ching Kee Co. and Lee Cheung Woo Co., supply most of the U. S. demand.

2. Manufactured by Dow Chemical Co., Midland, Michigan 48640, ortho-phenylphenol is sold as Dowicide 1. Request information on antimicrobial agents. Contact Talas, 104 Fifth Ave., New York, N.Y. 10011, concerning small quantities.

3. Contact chemical and laboratory supply houses such as VWR Scientific. Request the new VWR Scientific Catalog 76 or their Educator's Catalog 100 and their J. T. Baker Reagents Catalog. In the Mid-Atlantic Region the VWR Scientific address is: 6601 Amberton Drive, Baltimore, Md., 21227. Call 800-555-1212 for their toll-free telephone numbers.

4. The Schleicher and Schuell No. B-2 weighing paper, 6"x6", each sheet approximately 1 gram, is available from VWR.

### VI. Procedures:

1. Prepare the fungicide: weigh and dissolve Dowicide 1 in ethyl alcohol and then seal in a glass jar and set aside for later use.

Bring 2 quarts of tap water to a boil in the saucepan.

2. At the same time bring four-fifths of the required water(demineralized)to a boil in the bottom portion of the double boiler. Add a little extra to account for heating losses.

3. During the time it takes to bring the water to a boil in the two containers, weigh or measure the starch and place it in the top portion of the double boiler and gradually stir into the starch about one-fifth of the total water required for the recipe (this 20% amount is added at room temperature). Whip this creamy mixture with the egg beater or whisk.

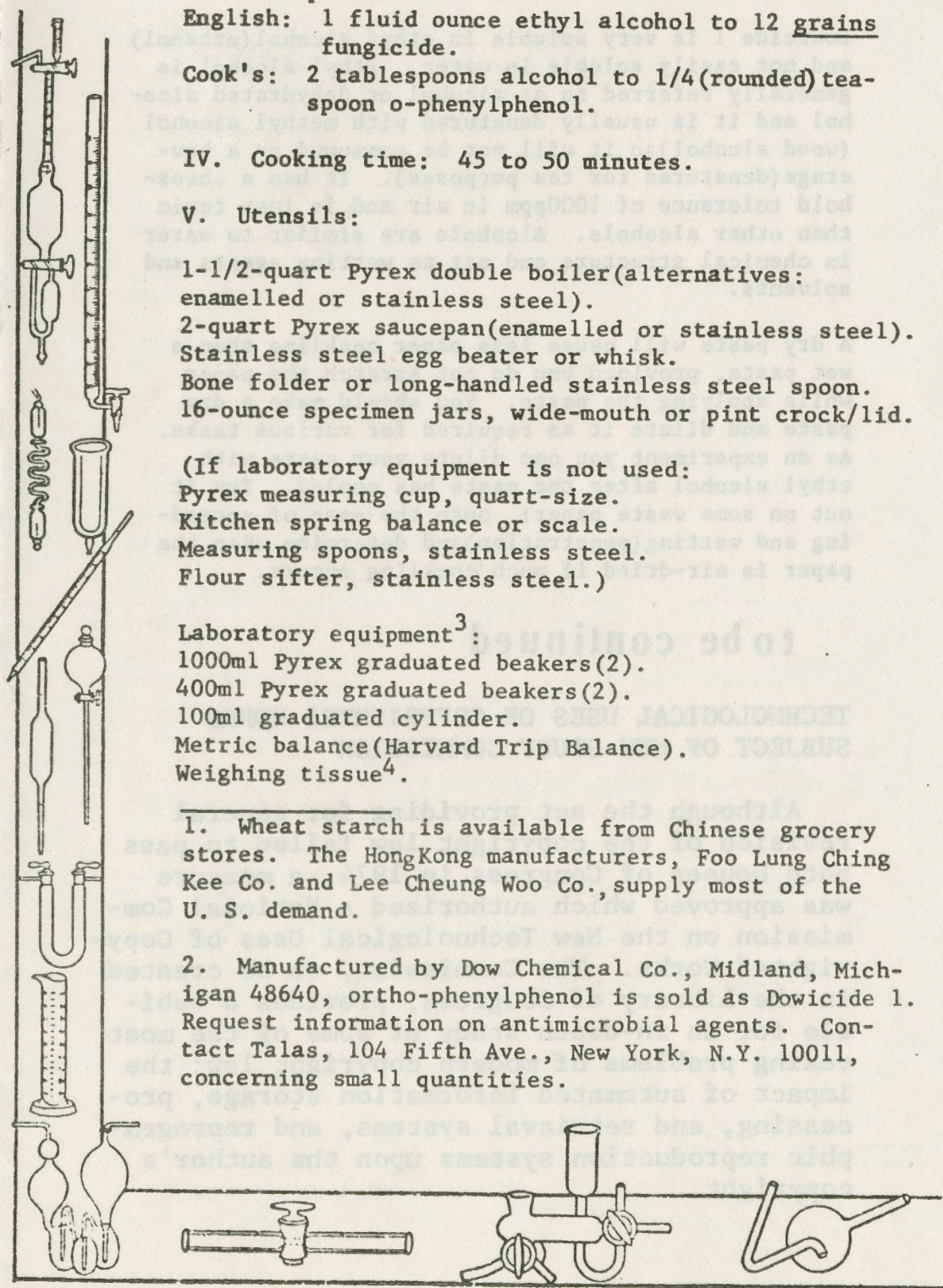
4. The balance of water required(coming to a boil in the bottom portion of the double boiler)is added when it comes to a heavy boil; pour it into the starch cream evenly and rapidly, stirring continually.

5. Pour some of the boiling tap water from the saucepan into the bottom portion and assemble the double boiler.(It is a good idea to keep the tap water boiling on a back burner and to replenish it in both the bottom portion of the double boiler and saucepan as it cooks away.)Place the double boiler on a burner with a medium flame and cook the mixture for 45 to 50 minutes.

6. Whip the mixture as you start the cooking and stir frequently during the entire cooking period. As the paste thickens you can stir and beat with a bone folder or stainless steel spoon. The paste should become slightly translucent and then white. A dry paste will be produced if it is allowed to cook for the stated time(7:1). It can be thinned with demineralized water at any time. The fungicide solution will thin a paste slightly.

7. Beat the hot paste and pour it into a wide-mouth jar or crock, cover and allow the paste to cool to room temperature.

Most pastes will gel when they reach room temperature at which time you should(stir in the fungicide solution and)beat thoroughly. The paste is beaten to break down the gel structure to provide a smooth and easy-spreading paste. Keep the paste tightly sealed and stored at room temperature if fungicide is used or under refrigeration.





## VII. Commentary:

An attempt has been made to provide this formulation in the Metric, English and the Cook's systems for weights and measures; but I hope you will adopt the Metric system and make your task an easy and accurate one. An excellent book on metrication is Hartsuch, Paul J., Think Metric Now (Follett, Chicago, 1974).

The formulae in this article should produce 2 to 3 cups of paste.

Wheat starch is a refined flour with the glutins or proteins removed. Paste can be made from most any flour or its starch. Shop-made(homemade)paste is easy and inexpensive to prepare. It is safer to use on valuable paper objects than commercially prepared paste formulae with their unknown additives. Paste is more compatible with paper than synthetic and animal or skin adhesives. Paste has an advantage in being reversible without causing damage to paper. Most synthetic adhesives are not reversible without damage, and they may contain substances that will cause fiber deterioration. Skin glues cause various problems and do not meet reversibility requirements. The chemical structure of paper fibers(cellulose)is similar to the structure of flour and starch used to make paste and as a result they form excellent bonds.

A large proportion of paste is water, and it dries slowly by evaporation. Wheat starch paste is your best all-purpose adhesive: it can be used on leather, machine-made and handmade plain papers, some decorative papers and linen fabric.(Paste is essential for quality leather work.)Paste can be applied with your fingers and flat or round brushes. The brushes used by house painters(flat sash brushes)in 1- to 3-inch widths and composed of 20% China bristles are excellent tools for routine work. Any adhesive should be used conservatively.

Pastes become dry and brittle over time and they are subject to mold and insect attack. Remedies for these problems that do not create new problems are not easily found. Methylcellulose is suggested in an effort to solve these problems. The use of this supplement is detailed in the section discussing rice paste formulae.

Alums are not recommended for use as paste preservatives. Potash alum(Potassium Aluminum sulfate), for example, acts as an acid in aqueous solution and it would attack the cellulose fibers of the paper.

Demineralized, deionized or distilled water should be used in order to make a non-destructive paste. Tap water may contain minerals and other impurities that might contribute to fiber deterioration<sup>5</sup>.

5. The least expensive way to obtain large quantities of a reasonably pure water is to use ion-exchange resins that come in ready-to-use cartridges. I have furnished information on this method in my "Technical Notes" column in MARAC Newsletter, Vol. 4, No. 2, April 1975.

A buffered(alkaline reserve)paste is produced by using some or all of the water required in the recipe in the form of a magnesium bicarbonate solution. This is not usually required, especially not with paper you have just neutralized and buffered.

Antimicrobial agents such as Dowicide 1(with a chemical formula of  $C_6H_4(C_6H_5)OH$ )are considered optional because of potential health hazards and uncertain affects on paper components. Dowicide 1 appears to be the safest fungicide in the Dow line for both workers and for paper.

Pastes should be made frequently and used while fresh and the books and documents on which they are used should be stored under conditions that will not support microbial growth or encourage insect attack. Therefore, Dowicide 1 or any other fungicide is not recommended as a routine paste ingredient.

Dowicide 1 is an eye irritant and it can cause moderate corneal injury. According to the manufacturer, it is neither a primary skin irritant nor a skin sensitizer, and it is not absorbed through the skin in toxic amounts. Dowicide 1 dust is irritating to the nose and throat. Dowicide A(sodium salt o-phenylphenol)is not to be used in paste formulae because of its strong alkaline affects on paper components and its greater health risks to workers.

Dowicide 1 is very soluble in ethyl alcohol(ethanol) and not easily soluble in water. Ethyl alcohol is generally referred to as alcohol or dehydrated alcohol and it is usually denatured with methyl alcohol (wood alcohol)so it will not be consumed as a beverage(denatured for tax purposes). It has a threshold tolerance of 1000ppm in air and is less toxic than other alcohols. Alcohols are similar to water in chemical structure and act as wetting agents and solvents.

A dry paste will cause less paper cockling than a wet paste, provided you do not stretch the paper while applying the paste. You should make a dry paste and dilute it as required for various tasks. As an experiment you can dilute your paste with ethyl alcohol after the paste has cooled. Try it out on some waste paper: note the ease of spreading and wetting(penetration)and determine when the paper is air-dried if much cockling occurs.

## to be continued

### TECHNOLOGICAL USES OF COPYRIGHTED WORKS SUBJECT OF NEW STUDY COMMISSION

Although the act providing for general revision of the copyright law failed to pass both houses of Congress in 1974, a measure was approved which authorized a National Commission on the New Technological Uses of Copyrighted Works. The Commission, to be created in the Library of Congress, provides a vehicle for an in-depth study of some of the most vexing problems of modern copyright law: the impact of automated information storage, processing, and retrieval systems, and reprographic reproduction systems upon the author's copyright.



## from 3

the Director shall invoke the pertinent provisions of the Society's personnel policy. In the event an investigation of the charges levied against any staff in this regard shall be found to be groundless and the staff so charged are found to be innocent of any intentional or negligent wrongdoing, the Society will furnish legal counsel and assist in defending the staff so charged. If any staff member is determined to be guilty of intentional or negligent wrongdoing in such instances, the provisions of the personnel policy will be implemented.

The final problem area worth mentioning is a current trend addressed by Bill Alderson, Director of the American Association for State and Local History, in the March, 1974, issue of History News. That trend is the reorganization of state government and its harmful effect upon the administration of historical activities at the state level. The North Carolina story has not been fully told. It goes deeper than the resignation of a capable state history administrator. The question is: can an archival and manuscript depository operate effectively, impartially, and correctly, can it be the recipient of politically sensitive collections, if it is administered directly by appointed politicians rather than by professionals independent of the whims of elected officials? I think not. If the trend, noted in several states, to fragmentize and politicize documentary collecting programs at the state level continues, the private depositories either will have to fill the breach or will themselves be tarnished by the state-level example. It behooves all of us to formulate strong positions in this respect and fight for them. The effort requires the overt support of the private agencies. The time has arrived to ask publicly whether or not secretaries of state and cultural affairs directors are indeed the proper directors of archival and manuscript programs. And it is also the proper time to determine whether professors or researchers are the proper directors of collecting programs in colleges and universities. I am a die-hard advocate of private depositories governed by lay boards and administered by professional staffs armed with clearly enunciated policies formulated by the staffs and promulgated by the boards -- all entirely independent of partisan interests and governmental controls, but, where appropriate, with governmental support. It is not an unreasonable position to have. Moreover, it is a goal the attainment and maintenance of which will guarantee to future generations of scholars the sources they require to seek relative truths.

## from 2

Pamphlet: "A short treatise or essay, generally a controversial tract, on some subject of contemporary interest: a political pamphlet. 2. a complete unbound publication of generally less than 80 pages stitched or stapled together." (Random House Dictionary)

Small objects such as coins, doorknobs, hats, locks of hair, medals, political buttons and ceremonial regalia sometimes constitute part of your problems. As long as they fit in a document box or can be wrapped into a small package, objects can be arranged and handled like ephemera.

Preliminary Suggestion -- Reade this Guide pamphlet over at least twice: it will be less ephemeral the second time.

Questions

Before making any decisions on handling printed ephemera, a number of questions need to be considered.

- A. What is your type of institution and its purpose? For example, is it a library, historical society or civic association? Is it publicly or privately supported? Is it open to the general public or are collections restricted? What is the size and nature of the staff, or the availability of supplies and equipment?
- B. Why is the material being collected? Is it unique, or is it already available in the area? Would a cooperative arrangement strengthen area collections? Does it have scholarly, local, sentimental or other value?
- C. How will the ephemeral collections be used, and by whom? Elementary, high school, college or university students, the general public, genealogical or scholarly researchers?
- D. What is the priority of this material compared to other needs?

The purpose of this guide is to suggest simple methods of organizing and housing printed ephemera. Therefore,

First Suggestion -- Arrange ephemera collections with maximum utility to the researcher and other user in mind, while minimizing your handling efforts.

Before the Cataloger Comes: Simple Organization and Arrangements

Many ephemeral materials lend themselves to simple organization. Frequently they have one or more elements in common which allow for simple arrangement by (with parenthetical examples):

wander to 15



## the wandering archivist

by  
mary  
boccaccio



FROM JARED BEAN, THE OLD LIBRARIAN'S ALMANAC.  
NEW HAVEN, CONNECTICUT, 1774

Question each Applicant closely. See that he be a Person of good Reputation, scholarly Habits, sober and courteous Demeanour. Any mere Trifler, a Person that would Dally with Books, or seek in them a shallow Amusement, may be Dismiss'd without delay.

No Person younger than 20 years (save if he be a Student, of more than 18 years, and vouched by his Tutor) is on any pretext to enter the Library. Be suspicious of Women. They are given to the Reading of frivolous Romances, and at all events, their presence in a Library adds little to (if it does not, indeed, detract from) that aspect of Gravity, Seriousness and Learning which is its greatest Glory. You will make no error in excluding them altogether, even though by that Act it befall that you should prohibit from entering some one of those Excellent Females who are distinguished by their Wit and Learning. There is little Chance that You or I, Sir, will ever see such an One.

I am so be-pestered and bothered by persons insinuating themselves into the Library to get Books that frequently I am near to my Wit's end. There have been days when I was scarce able to read for two Hours consecutive without some Donkey breaking in upon my Peace. Only the thought of the Annual Examination sustains me. Then, forsooth, I can defy them all and read in some Security.

For him that stealeth a Book from this Library, let it change to a Serpent in his hand and rend him. Let him be struck with Palsy, and all his Members blasted. Let him languish in Pain, crying aloud for Mercy and let there be no surcease to his Agony till he sink to Dissolution. Let Book-worms gnaw his Entrails in token of the Worm that dieth not, and when at last he goeth to his final Punishment let the Flames of Hell consume him for ever and aye.

You shall chuse your Books with Care and Circumspection. When you have determin'd that it is Prudent to purchase a certain Work do so cautiously and make a Shrewd Bargain with the Vendor. It will then be your Duty to Peruse the Volume, even if (as doubtless will be the Fact) you have scan'd it before Buying.

Do not let the importunities of Persons who come to the Library hasten you in the Performance of this Task. They should be Content to wait for the Book until you have satisfied yourself of its Contents.

There will then remain the Necessity of recording its Acquisition in your Ledgers of Record. As for the Entry of its Style and Title in the Catalogue, many counsel that this is not needful, since you may be expected to remember that the Book has been Purchas'd for the Library. It may, however, occupy your leisure moments. Some would advise that if it be a Volume of Sermons it be placed on the Shelves with others of its like; or if it be a work of Natural Philosophy it stand near the Volumes of that class. This is a waste of Labour.

Assign it a Number which shall correspond to its Position on the Shelf, and shall be the next in Sequence from the latest Book which you have added, and so let them stand in the Order in which they are Receiv'd. For, surely, if you desire to find a number of volumes of Sermons, it will be an easy matter for you, recalling when they were Purchas'd, to pluck them from their several resting-places.

Keep your Books behind stout Gratings, and in no wise let any Person come at them to take them from the Shelf except yourself.

**Guide to Archives in the Toronto Area,**  
containing descriptions of over 40 repositories  
in the Toronto area together with listings of  
30 more.

Published by Toronto Area Archivists Group.  
\$1.50 (members) and \$2.50 (non-members) post free.

Address orders and enquiries to: R. Scott James,  
Secretary TAAG, City of Toronto Archives, City  
Hall, Toronto, Ontario M5H 2N2.



## TRAINING FOR THE INFORMATION SCIENCES

The Bertha Bassam Lecture, a biennial presentation of the University of Toronto Library School Alumni Association, was devoted this year to training for the information sciences. Over 100 persons, primarily librarians and archivists, heard a stimulating address from David Larson, who is Archives-Library Co-ordinator of the Ohio Historical Society and co-ordinator of the Ohio Network of American History Research Centers.

Larson views the over-all discipline as information management. He began by tracing the process of professionalization into five groups: sub-professional--library science, archives, records management, audio-visual specialists, and information science -- which comprise information management. He finds that the groups have in common: a bias toward the technical rather than the intellectual side of the profession; a constant work cycle which can be entered at any point and which includes appraisal, collecting, cataloguing, reference, research, interpretation, and revision; six physical types of media with which to deal; and three dimensions -- chronological, geographic, and subject -- in which they treat this material. He suggested that this concentration on the arts and crafts aspect of the sub-professions have caused them to be looked on as trades rather than as a profession. With reference to present training, Larson feels the disciplinary approach divides and dilutes the potential strength of the information management profession, develops rigid bureaucratic structures based on the media dimension rather than on the more important information consideration, and builds critical barriers to job mobility. He sees research methodology, computer technology, networks, and social responsibility as important trends of the future which training must meet.

Larson advocated that an interdisciplinary approach be immediately adopted. He outlined a matrix which would deal with training for service in information management at three levels: administrative, specialist, and support. Those wishing to administer would do so directly after: study in a doctoral program called information management, occurring in an interdisciplinary department which would teach program development, systems management, theories of communication, computer applications, social responsibilities, and include specialization in two or three of the information management sub-fields, taken as cross-listed courses in the history, library science, or other departments; on the job training including rotation to various institutions and duties; and special on-going training. Specialists would require masters level training

in the field in which they wish to specialize, on the job training including rotation to types of institutions within the sub-category, and special on-going training. Support staff have defined responsibilities so training would be within the limits of these responsibilities.

Larson finished by recommending several adjustments which would be needed in the information management profession for Canada and the United States, the opening up of job recruitment and replacement so a person can move from one sub-category to another, joint meetings of the various professional organizations on a periodic basis, and the channelling of government funds on an information management basis rather than on the types of institution involved.

## \$7,000,000 THREE YEAR ARCHIVAL PROJECT: GSA/NARS PROPOSES PROCEDURES FOR ADMINISTRATION OF NIXON PAPERS

On December 19, 1974, President Ford signed into law the Presidential Recordings and Materials Preservation Act (P.L. 93-526). The law is concerned with the preservation of, and public access to, the presidential materials of Richard Nixon, as well as the establishment of a Public Documents Commission to study issues regarding the control, disposition and preservation of records of all federal officials.

In a voluminous report delivered to Congress March 19, 1975, the General Services Administration and the National Archives and Records Service complied with their responsibility under the act to draft regulations to govern general public access to White House tapes, papers and materials. GSA/NARA officials were charged with taking into account a series of specified needs: to provide the public at the earliest reasonable date with the "full truth" of the abuses of governmental power popularly identified under the generic term "Watergate," to make available the tapes and materials for judicial proceedings, to protect the integrity of national security information by restricting it from general public access, to protect individual rights to a fair and impartial trial, to protect any party's opportunity to assert rights and privileges which would prevent or limit access to these materials, to provide public access to materials of general historical significance not related to abuses of power, and to return to former President Nixon any tapes or materials which are not related to abuses of power and are not otherwise of general historical significance.





## Book reviews

The Library of Congress has published Manuscripts on Microfilm: A Checklist of holdings in the Manuscript Division, compiled by Richard B. Bickel of the Library's Manuscript Division. This publication lists collections on microfilm, most of which are available for loan or reproduction. Over 800 entries arranged alphabetically and covering more than 10,000 reels are represented in this checklist. Included are papers of the Presidents, records of foreign archives dealing with American civilization, and collections of manuscripts in the custody of the Manuscript Division, other repositories, and private hands.

All of the Division's collections of presidential papers will be on microfilm when the Thomas Jefferson project is completed later this year.

The copying of manuscripts relating to American history in foreign repositories began in 1905. Transcripts, photostats, and enlargement prints were made initially; however, copies made since 1935 are on microfilm. Although there are reproductions from several libraries and archives in twenty-three foreign countries, most are from the countries of Western Europe -- especially Great Britain, Spain, and France -- whose colonial, diplomatic, and military activities in North America have resulted in collections of manuscripts and archives particularly rich in American material. In most cases the items reproduced from each country are drawn from its principal repositories. The kinds of manuscripts copied are also varied. Most deal with American history in the Colonial or Revolutionary eras or during the first generation of the new United States. Source material for political and military history dominates, although manuscripts of value for research in economic, social and cultural history have also been copied.

In recent years the Manuscript Division has been microfilming selected collections from its holdings for preservation and circulation purposes. The span and nature of these collections are a cross section of the Division's holdings. Microfilm publications of other repositories are acquired selectively to supplement the holdings of the Manuscript Division. Collections located in private hands are microfilmed selectively for preservation, and to supplement existing collections in the Division.

Manuscripts on Microfilm is available by mail from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402, or in person from the Information Counter, Ground Floor of the Main Building of the Library of Congress. The price of this issue is \$1.15.

The revision of Frank B. Evans' The Administration of Modern Archives: A Select Bibliographic Guide, first published in 1970, will be available from the SAA Publications Sales Office within the next few months. Entitled Modern Archives and Manuscripts: A Select Bibliographic Guide, the massive work has undergone changes in format and includes additional entries for the period through December 1973. New chapters are also included on machine-readable records and archives, and three chapters on international aspects of archives. Additional subheadings have been added to chapters, and a system of decimal numbering has been adopted for the subheadings to facilitate revisions and indexing. The subject index of the first edition has been expanded and a new and separate author index (limited to personal names of authors, compilers, editors and translators) has been added.

Frank Evans, who recently assumed the position of Regional Commissioner for NARS in Region 3, is now in the process of completing a companion volume, The History of Archives Administration: A Select Bibliography, for future publication. Both works are by-products of Evans' courses in Archives Administration at the American University and his activities in directing archival training and institutes for NARS during the past decade.



# Survivors from the Good Old, Old, Old Days

## THE BALTIMORE CRIMINAL JUSTICE COMMISSION

The collection at BRISC consists of the files and reference materials of the Baltimore Criminal Justice Commission from its original organization in 1922 until it ceased to exist in 1972. The agency's card file on serious crimes committed in the city of Baltimore, its statistics on arrests, court actions and the like, and its services in making analyses of various phases of criminal justice, have become a frequent resource for judges and other authorities as well as students of criminal justice.

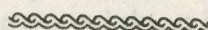
The Commission started in reaction to the daylight holdup-murders on a busy street corner. In 1925 the Commission affiliated with the Community Chest from which it derived its entire financial support. The Commission considered itself a research agency. It collected information about all phases of major crimes and punishment in Baltimore, from the illegal act to prisons, parole, and probation. Through the study of such data, the Commission then tried to determine where the system was breaking down and recommend a cure. It also depended on the citizens as a whole to help alert it to situations indicating malfeasance or ineptness, since it had no undercover staff. The investigation of individuals was against Commission policy--the group preferred to discuss unsatisfactory practices with the persons involved and to convince them of the need for changes. Exceptions to this policy have been a rarely used last resort as with the charges made against the Police Commissioner in 1938.

After campaigning for various reforms in the courts, the penal system and elsewhere for years, the Commission turned its attention in 1936 to signs that organized crime was becoming big business in the area. A concentrated attack on lottery operations was demanded. In the same year, 40 Baltimore policemen were indicted for taking bribes and conspiring with gamblers, but were released on legal technicalities.

In 1938, it was reported that many big-time "mobsters", driven from New York by the energetic special prosecutor and later District Attorney, Thomas E. Dewey, were setting up headquarters here. Bombs believed tossed by protecting-racket thugs wrecked two downtown business places in 24 hours and cries of "gang rule" filled the air. It was then the Commission charged that the Police Commissioner was totally incapable of doing his job and demanded his resignation. He was finally forced to resign and was convicted of fraud shortly after.

In the 1953 session of the legislature, the Commission was instrumental in securing a much desired change in the parole system. At this time the power of parole was transferred from the Governor to a three man Board, with the former Managing Director, James M. Hepbron, being appointed as the first full time chairman of the Board. Later, when the Governor appointed Mr. Hepbron as Police Commissioner, the chairmanship of this Board was put into the hands of Wallace Reidt, who was then the Managing Director of the Commission.

Its final Managing Director, Ralph G. Murdy, was a Special Agent with the Federal Bureau of Investigation until he resigned to accept his position with the Commission on July 1, 1959.

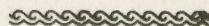


The Cigar Makers International Union (1864-1974) of America collection was deposited with the University of Maryland last November by Stuart Kaufman, editor of the Samuel Gompers papers and president of the National Capitol Labor History Society.

The Cigar Makers National Union of the United States was formed in 1864 and became international in 1867 with the affiliation of Canadian locals. In 1875 the Cigar Makers of New York joined the Union and became Local 144. Samuel Gompers was the Local's President and Adolph Strasser was Financial Secretary.

Over the past century the Cigar Makers have been involved in campaigns for sick, death, and out of work benefits, union label, a shorter work day, trade union group insurance and rallied against prison contract labor and child labor.

The Collection is available for research in the Maryland Room, McKeldin Library, University of Maryland.



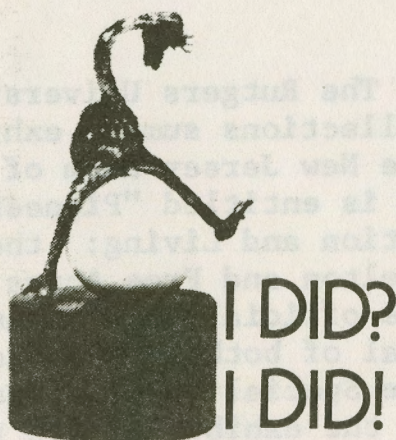
The Rutgers University Library Special Collections summer exhibition has opened in the New Jersey Room of the Alexander Library. It is entitled "Pioneers in Libertarian Education and Living: the Modern School at Stelton and Free Acres at Berkeley Heights." The official records and much auxiliary material of both associations are deposited in the Special Collections Department. Included in the exhibition are records, publications, reminiscences, photographs and handicrafts from the two communities.



The Modern School Association moved to Stelton, N.J. from New York City on May 16, 1915. The accommodations for the new community were quite primitive for the inhabitants who were accustomed to urban living. At first, students and teachers resided in an old farmhouse, a dilapidated barn and the remains of an open front dormitory. The landscape consisted of two lonesome trees and a sea of mud. The community grew rapidly and was soon accomplishing most of its goals. Its ideals were modeled after the Francisco Ferrer schools in Spain and featured learning through self-development and free exposure to a large variety of technical and academic activities. Although the Modern School closed almost twenty years ago due to financial difficulties, the alumni of the association remain very close and have recently begun to meet annually on the Rutgers University campus. The Modern School Association marks the longest lived experiment in libertarian education in this country.

The Free Acres Association was committed strongly to Henry George's conviction of a single tax. Bolton Hall, the founder of Free Acres envisioned a community for the study and demonstration of problems of self-government, social progress and taxation where all participants would be mutually helped and free from all forms of monopoly of natural resources in order to secure equality of opportunity and a full and just reward for individual effort. The colony began rather modestly in 1910 with more tents than houses. However, it expanded rapidly; and soon boasted a library, gardens, meeting halls, guilds and recreation areas. Despite the depression, this growth reached its peak in the 1930's. Although the monthly meetings have been marked by internal strife over taxation and allocation of resources, the Free Acres community still operates on the single tax conception. One extraordinary fact concerning the association is that during the entire period that police protection was not provided by Berkeley Heights to Free Acres (residents were expected to exercise internal discipline) there were no criminal offenses committed within its boundaries. This period covers over half a century!

**DO  
SOMETHING.**



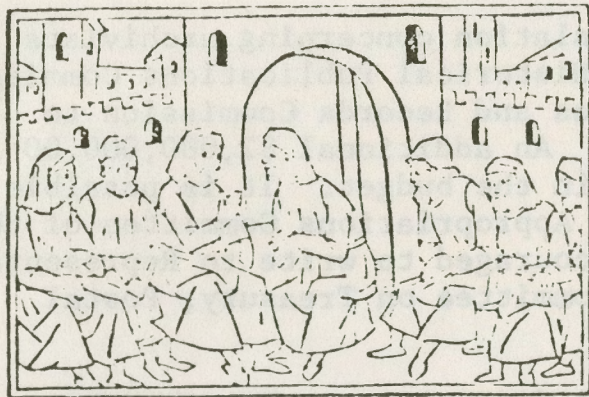
To create a framework in which decisions concerning processing and release of the presidential materials could be made, GSA/NARS established a number of goals: to rely on the professionalism and experience of archivists in screening and reviewing the materials, to ensure that archivists are not subject to improper pressure, to establish an objective review mechanism to make difficult decisions on access and restrictions, to audit the day-to-day work of the professional archivists, and to provide an opportunity for Richard Nixon and other individuals to protect their constitutional rights.

The report proposed the establishment of a panel of senior NARS archivists to assist project personnel in day-to-day decisionmaking. A Presidential Materials Review Board consisting of the Archivist of the United States, the Librarian of Congress and one person nominated by the Council of the Society of American Archivists will have four major functions: rendering specific decisions upon request of the archivists in difficult cases or those involving conflicting objectives (e.g., "full truth" vis-a-vis protection of an innocent person's privacy); reviewing, before public notice is given, categories of materials deemed to be private or personal and proposed for return to the owner by archivists in the course of processing; hearing appeals from all interested parties relating to decisions made by archivists with respect to private or personal materials, those having no general historical significance, and restrictions imposed in accordance with the regulations; and establishing, through their actions and decisions, guidelines for the processing and review of the materials by the archivists in accordance with the law and published regulations.

The GSA/NARS report proposes a staff of approximately 100 persons for the project and plans to process the most sensitive Nixon materials first. In that way, GSA estimates that, soon after the start of processing, some of the most well-known Watergate materials can be made available; and that virtually all of the Watergate materials can be made available to the public within three years from the start of processing. The estimated cost of the three year project is over \$7 million.

The regulations proposed in the GSA/NARS report will take effect after ninety legislative days have elapsed from its submission unless they are disapproved by a resolution adopted by either House of Congress. Hearings have been scheduled to consider the report in May.





## An Invitation to Join the Oral History Association

an international society of organizations and individuals interested in advancing the practice and use of oral history.

To further liaison among its members, the Association publishes quarterly the Oral History Newsletter, which announces oral history projects, describes new developments, and provides a forum for exchange of views on practical and intellectual problems in this growing field. In addition the Association holds a colloquium each fall and issues a publication.

Oral history was established in 1948 as a modern technique for historical documentation when Columbia University historian Allan Nevins began recording the memoirs of persons significant in American life. Gradually similar projects developed at other institutions. The technique has come into use increasingly as a tool for historical research in such fields as politics, science, the arts, agriculture, natural resources, industry, labor, and ethnic and local history.

*You are invited to participate in the activities of the Oral History Association.*

ORAL HISTORY ASSOCIATION  
MAIL TO KNOX MELLON • DIRECTOR ORAL HISTORY PROJECT  
IMMACULATE HEART COLLEGE • LOS ANGELES, CALIFORNIA 90027

I enclose my check for:

|                                    |                                          |
|------------------------------------|------------------------------------------|
| — Institutional membership \$25.00 | — Student membership (non-voting) \$5.00 |
| — Individual membership 7.50       | — Library subscription (non-voting) 5.00 |

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_

TITLE \_\_\_\_\_

INSTITUTIONAL AFFILIATION: \_\_\_\_\_

ACTIVITY, INTEREST IN ORAL HISTORY \_\_\_\_\_

Members are entitled to receive the Oral History Newsletter, a quarterly, and the annual publications of the Association; to vote and to participate in the affairs of the Oral History Association; and to attend the annual colloquium. Non-voting student members and library subscribers will receive those publications which go free to the membership.

## from 9

1. Personal name (pamphlets, clippings)
2. Organizational name (clippings, reports)
3. Title (magazines, periodicals, ballads)
4. Date (almanacs, flyers, scrapbooks)
5. Number (bulletins)
6. Geographical location (clippings, pictures, theater programs)
7. Publisher (catalogs, pamphlets)
8. Subject (clippings, leaflets)
9. Combination of two or more above
10. Existing bibliographies, books, checklists and dealers' catalogues can be used to arrange and identify your holdings instead of developing a special file or catalog. For example, there are a number of listings and bibliographies of American almanacs which can be used to arrange your collection. A check mark in the margin can indicate your holdings. An advantage of this method is that most listings usually also provide some form of cross-indexing. Many literary and historical bibliographies and lists can serve as your catalog or finding aid.

## to be continued

### BOOK COLLECTORS AND PAPYRUS AND PARCHMENT ENTHUSIASTS

Early this year The Elmete Press published the first in a series of limited edition books on library materials, The Nature and Making of Papyrus. (£22.50) This is a private press book in an edition of 495 signed and numbered copies.

The second book in the series will be published in September. It is R. Reed's The Nature and Making of Parchment and deals with the cultural and aesthetic aspects of parchment as a writing and binding material as well as its nature and manufacture. (The cost has not been determined yet.)

Direct correspondence to: Mr. A.S. Maney, Director, The Elmete Press #10 Elmete Ave., Leeds LS8 2JX, England.

## from 14

Implementation of the proposal, if it is accepted by Congress, is expected to be delayed for up to eighteen months because of court litigation. In an announcement April 21, officials of the University of Southern California said that Mr. Nixon intends to give his presidential papers and tapes to that institution if the Presidential Recordings and Materials Preservation Act is declared unconstitutional. (The Act provides for Federal custody in the Washington, D.C. area.)



Bob Nawrocki was introduced as the new Program Chairman, and he asked for help with the planning of programs.

Michael Plunkett thanked Phoebe Jacobsen, Patricia Vanorny, Edward Papenfuse, Morris Radoff, and others connected with the setting up of the Annapolis conference for all their work.

Elsie Freivogel was then granted time to speak on legislation concerning archivists now before Congress. She announced that the National Historical Publications Commission had recently become the National Historical Publications and Records Commission to oversee records which are not now being taken care of. An additional \$2,000,000.00 needed for the new program, however, was not included in the budget. It is possible for the \$2,000,000.00 to be added to the budget if the Appropriations Committee of the House and Senate vote to do so. MARAC members were encouraged to write to Representative Tom Steed of Oklahoma, Chairman of the House Subcommittee on Treasury, Postal Service and General Government.

Senator Jacob Javits has introduced a bill to allow tax deductions to be taken by the creator of papers. The deduction would apply to literary and art figures but would not apply to political figures. The deduction would consist of 75% of the income of the publication of that item in that year.

Elsie Freivogel concluded her talk by announcing that the SAA had received an endowment from NEH to proceed with a project concerning thefts. The SAA plans to prepare a register of stolen items and to help institutions hire consultants to advise them on security measures.

Michael Plunkett, speaking for himself and the other retiring Steering Committee members, expressed his pleasure at having worked on the Steering Committee for two years. The meeting was then adjourned.